





School Education Department  
Secretariat, Chennai - 09

Letter No.2756/GL1(1)/2024-1, Dated:28.03.2024

From  
J. Kumaragurubaran, I.A.S.,  
Secretary to Government.

To  
The Director of School Education, Chennai – 6.  
The Director of Elementary Education, Chennai – 6.  
The Director of Private School, Chennai – 6.

Sir/ Madam

Sub: School Education – Office of CEOs / DEOs in  
school buildings – Relocate at some other place  
on rent – Proposal requested – Reg.

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It is reported that some of the CEOs /DEOs hold office in school building which hinders the functioning of the school management. Hence, you are requested to advise the concerned CEOs / DEOs to initiate action immediately to relocate their office outside the school premises on a rental basis at the rate fixed by the Public Works Department and the proposal be sent to the Directorates concerned before April 30, 2024.

2. Further, it shall be ensured that no office of the CEOs /DEOs functions in the school building from the ensuing academic year, which shall strictly be compiled with, and if not, non-compliance shall be viewed seriously and action be taken appropriately.

Yours faithfully,

*U. Sathyan*  
28/3/24  
for Secretary to Government.